| GITAL OLKIT CLICK HERE! | BLACKBOARD SYLLABUS POSTING IN |
|----------------------------------|---|
| | Follow these steps to post a syllabus that students can download from " <i>Course Documents</i> " |
| | |
| | Open a browser (e.g., Firefox, Internet Explorer) to <u>https://blackboard.pace.edu/</u>. Enter your Pace credentials and click, "Login". Username: |
| | 3. Click the, "Courses" tab and click on the appropriate course . |
| | At this point, your, "Home Page" will be displayed. |
| | 4. Make sure that the, "Edit Mode" is on, displayed at the top-right of the screen. If the "Edit Mode" is off, click the OFF button to turn the "Edit Mode" on. |
| | Bookstore Library Help Image: Second state of the secon |

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5. With the "Edit Mode" on, click "Course Documents", found in the left panel.



6. Hover your mouse over, "Build Content" and then click on, "Syllabus".







| A Syllabus is an outline of a information, and more. M | course of study. It can contain course information <u>re Help</u> |
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| * Indicates a required fi | eld. |
| NAME | |
| | Course Syllabus |
| SYLLABUS | |
| Create New Syllabus | Use Existing File |
| | |

Select the, "Use Existing File" radio button and then click, "Browse My Computer".





8. Browse your computer for the correct syllabus file and click, "Open".

| | - | Name | Date modified | Туре |
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| 📃 Recent Places | | How to Copy a Blackboard Course.pdf | 12/2/2014 2:09 PM | Adobe Acrobat D |
| | | How to Post a Course Syllabus in Blackb | 12/2/2014 4:02 PM | Microsoft Word D. |
| 🥽 Libraries | = | Test syllabus.docx | 12/2/2014 3:25 PM | Microsoft Word D. |
| Documents Music Pictures Videos | | Troubleshooting Blackboard Collaborate | 11/25/2014 2:54 PM | PNG image |
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9. Ensure that the correct file is indicated and click on "Submit"

| ℁ Syllabus Name | Course Syllabus | | | |
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| LABUS | | | | |
| Create New Syllabus | Use Existing File | | | |
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| Click Submit to proceed | Click Cancel to as back | | | |
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10. In, "CONTENT INFORMATION", enter any desired text.

| CONTENT II | FORMAT | TION |
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11. Set the availability in the, "STANDARD OPTIONS" area and click, "Submit".

| STANDARD OPTIONS | | | |
|--------------------------------------|---|---------------------------|----------------|
| Permit Users to View this Content | ● Yes ● No | | |
| Track Number of Views | 🔘 Yes 💿 No | | |
| Select Date and Time Restrictions | Display After Enter dates as mm/dd/unn | J. Time may be entered in | any increment. |
| | Display Until | | <u> </u> |
| | Enter dates as mm/dd/yyy | y. Time may be entered in | any increment. |



| 12. The s | syllabus is now available for students to download from, "Course Documents" . |
|-----------|--|
| Success | s: Course Syllabus edited. |
| Build C | Content V Assessments V Tools V Partner Content V Course Syllabus Attached Files: Test syllabus(2).docx (11.126 KB) Syllabus Text Box Information |

